



September Tip - Advanced copy/paste techniques for Client Access

This tip originated from **Daniel Kuchar** for Search400.com. This is a condensed version of his original tip.

Most of us are aware that it is possible to copy text from our iSeries session and paste it into a Windows application, such as MS Word or Excel and vice versa using Client Access.

What you may not know is what to do when you want to cut several pages worth of data from your iSeries screen into your Windows document. Your current methods probably go something like this:

1. Select / copy one page of text from iSeries screen.
2. Toggle over to Word or Excel document.
3. Paste text into Word or Excel document.
4. Toggle back to iSeries screen.
5. Page down to display next page of data.
6. Select / copy another page of text from iSeries screen.
7. Toggle over to Word or Excel document.
8. Paste text into Word or Excel document where you left off.
9. Repeat steps one through eight until you finish.

This process can be less cumbersome by using the Copy Append option under the Edit pull-down menu.

1. Select first page of data from your iSeries screen.
2. Copy the text by pressing the COPY button (or ALT-E-C).
3. Page down to the next page of data.
4. Select the text in the next page of data.
5. Copy the second page (and each subsequent page) of data using the Copy / Append feature.
NOTE: The shortcut for this function is ALT-E-D.
6. Toggle over to your Windows application and PASTE ONCE!!! All the data from your first copy and every COPY / APPEND pastes into your application.

What if you want to do the opposite -- copy from a Windows application and paste into your iSeries session? You do not have to resign yourself to copying and pasting one page at a time.

Say, for example, that you want to copy a list of item number from your Word document and paste them into your entry screen on the iSeries but you have more (much more) than one page in your paste buffer. Enter the 'PASTE NEXT' function.

1. Copy the selected text from your Windows application.
2. Paste into your iSeries screen by positioning your cursor where the paste begins and clicking on the Paste button OR ALT-E-P.
3. Page down, position your cursor again and select Paste Next from the Edit pull down menu (or use keystrokes ALT-E-N).

If you submit a tip to tips@drewcorp.com, and it is selected for a TIP of the month, I may buy you a cup of coffee!!!! Please send comments of the types of tips you would like to see to Andy_Johnson@drewcorp.com.